



Event Recycling Rebate Overview

Purpose

The purpose of the Event Recycling Rebate is to:

- Provide event organizers a financial incentive to introduce or improve waste reduction/diversion efforts at outdoor events in Austin;
- Gather data from qualifying events to use in developing best practices guidance and future city policy initiatives; and
- Help promote and achieve the City of Austin's Zero Waste goal.

Eligibility Rules

- Event must be outdoor event within the Austin city limits that is open to the public. The event need not be free to the public but the public must have equal access to purchase tickets and attend the event.
- Event must expect to draw a minimum of 500 attendees/spectators.
- Applicant must obtain all necessary permitting from the City of Austin for the event. (e.g. Parks and Recreation Department, Office of Special Events, Austin Police Department), and must comply with all permit requirements.
- Distribution of Styrofoam or glass containers at park facilities or on public rights-of-way **DISQUALIFIES** the event from the rebate program.
- Event date must be not less than 2 months, nor more than 12 months from the date of submittal of Part 1 Event Recycling Rebate Eligibility Form.
- If the event takes place in the evening or if alcohol will be sold or served, the event must privately contract for paid staff for all waste management needs.
- Event must provide, at a minimum, recycling of plastic bottles, aluminum cans, and cardboard.

Rebate Rules

- An Event Organizer is eligible for no more than two rebates per calendar year.
- The Event Recycling rebate may not exceed \$750.00 per event.
- The rebate amount for an event will be calculated after submittal of **Part 2: Event Recycling Rebate Request**, based

on the total cost of the waste reduction/diversion services, excluding delivery fees and taxes.

- Staff costs may be included in calculation of rebate, but only for staff dedicated solely to waste diversion services at the event.
- Waste diversion costs exceeding the calculated rebate amount are the responsibility of the Event Organizer.
- Event Recycling Rebates are available on first come, first served basis; there will be no reservation system.
- The Event Recycling Rebate program may be amended or terminated by the City without notice.
- Breach of Event Recycling Rebate program rules may result in forfeit or repayment of rebate.

Process

Step 1: Read the **Event Recycling Rebate Overview** for information about eligibility and rebate rules. Complete the electronic submission **Part 1: Event Recycling Rebate Eligibility Form**. Part 1 is used to verify that the event meets minimum qualifications, but does not constitute an offer, and does not guarantee funding. Click **“submit”** on the top right hand corner of the form to submit electronically or email to eventrecycling@austinrecycles.com or fax to **512-974-1999**.

Step 2: After receiving verification of qualification from City of Austin via e-mail, consult with Keep Austin Beautiful (KAB) (Ladye.Anne@keepaustinbeautiful.org or call **512-391-0617 x 905**) to receive training and information on local resources, receive answers to questions about recycling set-up, composting, volunteers, and information regarding private waste haulers and staffing options. KAB will provide containers to be used at the Event for recycling only under the COA-KAB Event Recycling Container Loan Program.

Step 3: Contract with a private waste hauler for the recommended size recycling and trash dumpsters. If applicable, contract with private compost hauler and/or staffing service. Note that the City is not a party to any contract between Event Organizer and service providers and will not intervene in the event of a dispute.

Step 4: Conduct the event, implementing waste reduction and diversion efforts. Maintain documentation of all costs associated with waste disposal, waste reduction and diversion. Take photos and document waste reduction and diversion successes as well as challenges encountered during the event and how they were addressed.

Step 5: Not later than 14 days after the event, complete and submit **Part 2: Event Recycling Rebate Request Form**, including:

- Copy of all invoices or receipts for the event waste management services including, recycling and trash dumpster(s), compost services, if applicable and staffing, if applicable.
- Copy of recycling, trash, and compost weight manifests/tickets from the waste hauler, if applicable.
- Completed post-event survey regarding the use of waste reduction and diversion techniques at the event.
- Other information requested on the form.

For more information contact eventrecycling@austinrecycles.com.